

## SOUTH HURON HOSPITAL ASSOCIATION

---

**SECTION****BOARD****TITLE****EXECUTIVE & RESOURCES COMMITTEE –  
TERMS OF REFERENCE****APPROVAL**


---

**Board Chair**
**DATE****Oct. 23, 2003**  
*(original date)***June 25, 2004**  
*(revised date)***Sept. 2006**  
*(revised date)***Dec. 2006**  
*(revised date)***May 2009**  
*(revised date)***Sept. 2009**  
*(revised date)***October 2009**  
*(revised date)***MEMBERSHIP**Board Chair (*committee chairperson*)

Vice Chair

Treasurer

Chief of Staff

Chief Executive Officer (*non-voting*)Director or Financial Services & Chief Financial Officer (*non-voting*)Invitation to Past Chair (*non-voting*)**FREQUENCY OF MEETINGS**

The Committee shall meet a minimum of four (4) times a year, and at the call of the Chair.

**RESPONSIBILITIES**

To the extent that the Board is responsible in its governance capacity, the following duties are delegated to this Committee:

1. Exercise the full powers of the Board in all matters of administrative emergency (as determined by the Chair or delegate) reporting every action at the next meeting.

2. Review the financial statements of the corporation on a regular basis and make such recommendations to the Board as deemed appropriate. Review and recommend to the Board for approval a detailed annual Operating Plan for operating and capital revenues and expenditures for the ensuing fiscal year.
3. Advise the Board on the acquisition, development or disposal of land and modification of existing or the building of new structures.
4. Review such matters brought forth by the Administration and consider appropriate recommendations to be put forth for the consideration of the Board.
5. Review and advise or make recommendations to the Board on any matters as directed by the Board.
6. To establish a communications program that enables the Corporation to communicate with its members, stakeholders and public about hospital services including any expansion or restriction of services and responds to requests for information and interpretation of hospital policies as required.
7. Recommend a public relations program, which encourages a positive image of the hospital.
8. Ensure performance evaluation of CEO is conducted annually by Board Chair.
9. Be responsible for the naming of members of Committees not otherwise provided for in the By-Laws.

### **Evaluation**

Annually (May) each committee member will complete committee self-assessment template (attached). The results of the self-assessment will be utilized to measure and improve committee effectiveness.

The Chair of the committee will receive completed forms and report results to committee members at the following meeting.